
**PARK COUNTY
POSITION DESCRIPTION**

August 28, 2007

I. POSITION IDENTIFICATION

Work Unit: Museum
Supervisor: Director: Brian Sparks

Current Classification:

Pay Grade: 9

Title: Whithorn Museum Specialist

Non-Exempt

II. ASSIGNED DUTIES AND TASKS

Position overview:

The person will be responsible for planning, organizing, and entering the entire Whithorn Collection (negatives, existing photos, prints from all negatives, books, other objects, and all other associated archival material) into the Past Perfect software following standard museum cataloging procedures. The person will have enlargements made of all negatives and slides and store them in appropriate archival storage sleeves, file folders, containers, and fireproof cabinets. The person will work with the Director and assigned volunteers on a daily basis

Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change

1. Perform all actions necessary to enter the entire Doris Whithorn Collection into the various accession and cataloging modules of the Past Perfect museum software program using standard museum cataloging procedures, trinomial numbering system, thesaurus, and Chenhall's Nomenclature, as well as digitally converting video and audio tapes. Additionally, every negative will have an 8" x 10" print made as a working copy for the public, numbered, and filed accordingly.
 - a. Operate necessary computer, scanner, printer, associated software, PC mixer, and DVD/VCR combo equipment to digitally record and preserve photos, audio and video tapes in the Whithorn Collection.
 - b. Physically locate, properly handle, number, and label/tag all items and store them in provided archival materials and locations.
 - c. Have an 8" x 10" BW working photo made of all negatives and prints, number, label, and archivally store for public use with number integrated with the Past Perfect catalog record.
 - d. Record and enter complete cataloging and location data into Past Perfect software program for each item.

2. Generate reports as requested by the Director, Institute of Museum and Library Sciences, and Museum Board concerning project progress and entered records.
3. Plan and advise support volunteers in accomplishing suitable tasks related to cataloging the collection.
4. Meet regularly with the Director to problem-solve, secure necessary materials and volunteers, organize, assess, evaluate, and plan project progress.
5. Adjust procedures and processes as needed for successful project completion.
6. Interact well with board members, volunteers and public, working with board members, other museum staff, and volunteers as needed to complete the project in the most expeditious manner.
7. Other occasional and seasonal duties as assigned by the Director.

III. KNOWLEDGE

Education and Experience

Associate's Degree or higher preferable in museum related field. Familiarity and mastery of basic computer skills and uses is essential. Prior cataloging and museum experience preferred. Experience with "Past Perfect" museum software is strongly preferred, followed by other museum cataloging programs, followed by other database software.

CERTIFICATES, LICENSES, REGISTRATIONS:

Employee must pass a background check.

OTHER SKILLS and ABILITIES: Computer word processing skills (at least 30 words per minute) and familiarity with computer applications are essential. Demonstrated ability to work positively with others, problem solve, and maintain focus, concentration and production throughout the workday. Verbal communication skills are essential. Excellent spelling and transcription skills are necessary. Employee must abstain from personally buying, selling or using the position to acquire artifacts within the scope of collection of the museum. Must pass criminal background check.

IV. ACCOUNTABILITY

In conjunction with the Director, the cataloger will occasionally work with and supervise assigned volunteers as needed and available in completing the project. The supervisory functions will be in accordance with Park County policies and applicable laws. Responsibilities will include planning and accomplishing assigned work, working with assigned volunteers, and problem solving with the Director. The position is directly accountable to the Director.

V. CONFIDENTIALITY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information

regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and system problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by the museum Director.

VII. PERSONAL CONTACTS

This position has contacts with the public, museum board members, county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding the Whithorn collection and other research or historically oriented questions concerning the museum collection and its public services.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, reach with hands or arms, climb stairs, balance, stoop, kneel, crouch, crawl as well as push and pull with some exertion. Daily manual dexterity for keyboarding through an eight hour work day is essential. The employee is regularly required to sit, use hands to finger, handle or feel. Employee must talk understandably and hear normal voices. The employee must occasionally lift, move and carry up four flights of stairs objects of forty or more pounds.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships, and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) and the ability to read and accurately transpose paper records involve without letter or number confusion or reversal.

The noise level in the work environment is usually quiet to moderate.